



Request for Quote No RFQ-0004 Copier and Printer Device Purchase

Community Action Partnership
of San Bernardino County
Purchasing Department
696 S. Tippecanoe Ave.
San Bernardino, CA 92415
April 19, 2010

I. Purpose of Request

Community Action Partnership of San Bernardino County (CAPSBC) is requesting quotes for the purpose of purchasing Multifunction Copiers and Laser Printers with service agreements under the 2010 Community Services Block Grant, American Recovery and Reinvestment Act (CSBG ARRA) contract. The equipment specifications and requirements are outlined in the following Request for Quote (RFQ).

II. Need for Competitive Procurement

Competition in purchasing provides equal opportunity for qualified vendors to compete for local private business including non-profit agencies in an attempt to offer the best prices, quality, or service. Competition is the central principal of any legitimate procurement process. In its purest form, competition ensures a free, open and healthy economy. When competition is available but is artificially restricted, the principles of public procurement are defeated.

CAPSBC encourages the participation of small businesses, minority-owned firms, and women’s business enterprises in the procurement process, and whenever possible will use the services and assistance of such organizations as the Small Business Administration and the Department of Commerce’s Minority Business Development Agency in the solicitation and utilization of small businesses minority owned firms and women's business enterprises to the fullest extent practicable.

III. Time Schedule

CAPSBC will maintain the following time schedule and select a qualified vendor for the purchase of Copier and Printer Device once all proposals are received by the deadline submission date and upon State Community Services and Development (CSD) approval.

Issue Request for Quote	April 19, 2010
Deadline for Submission of Quote	April 30, 2010
RFQ Award Notification	Pending State CSD Approval

IV. Instructions to Proposers

- A. All quotes must be submitted to:

Community Action Partnership of San Bernardino County
Purchasing Department – David Gallardo
696 S. Tippecanoe Ave.
San Bernardino, CA 92415
(909) 723-1552

- B. All quotes must be in a sealed envelope and clearly marked in the lower left-hand corner, RFQ – Copier and Printer Device Purchase. All quotes must be received by 5:00 pm on April 23, 2010. All quotes will be reviewed and assessed for completion to make sure they meet State requirements. All quotes will be scored based on the criteria outlined in this RFQ and the results will be posted on the webpage as soon as final approval is granted by the State CSD approval. Two (2) copies of the RFQ must be presented. No

faxed or telephone quotes will be accepted. E-mail submission will be accepted upon prior notice.

- C. Quotes should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with CAPSBC as well as use both sides of paper sheets for any submittal to CAPSBC is desirable whenever practical.
- D. CAPSBC Buyer or designee will answer any questions up to the deadline date of the RFQ and will notify the selected vendor upon State CSD approval.
- E. All quotes must include the following information:
 - 1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
 - 2. Provide an accurate mailing address of the firm or organization.
 - 3. Itemize breakdown of the equipment and features.
 - 4. Proposal must represent the final pricing including, additional fees, discounts, rebates, equipment, and taxes.
 - 5. Timeline outlining the order, shipment, and delivery of the equipment.
 - 6. Indicate that all quotes are good for 90 days.
 - 7. References

V. Selection Criteria

Factors	Weight Given
A. Responsive of the written proposal to the purpose and scope of service.	30%
B. Price	40%
C. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work	30%
Total Criteria Weight	100%

Each quote will be independently evaluated on factors A, B, and C.

VI. Terms and Conditions

- A. CAPSBC reserves the right to reject any and all quotes and to waive minor irregularities to any quote.
- B. CAPSBC reserves the right to request clarification of information submitted and to request additional information from the vendor.
- C. CAPSBC reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within sixty (60) days after the award of the contract has been announced.
- D. Any quote may be withdrawn up to the date and time set in this RFQ. Any quote not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to CAPSBC the equipment described in the following specifications or until one or more of the quotes have been granted State CSD approval.
- E. The contract resulting from acceptance of a quote by CAPSBC shall be in a form supplied or approved by CAPSBC and shall reflect the specifications in this RFQ. A copy of the contract is available for review. CAPSBC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by CAPSBC or the State CSD.
- F. CAPSBC shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFQ.
- G. All quotes, documents, and forms will become the property of CAPSBC upon delivery and acceptance of the sealed proposal.

VII. Multifunction Copiers Specifications

CAPSBC seeks to purchase six (06) Multifunction Copiers with services agreements by May 07, 2010 meeting the following minimum specifications and requirements outlined:

- Two (2) – Minimum of 45 Pages Per Minute Black and White Copies
- Functions – Copy/Print/Scan to Network/Scan to E-mail/ 1 line Fax
- Five (5) Paper Sources
- 100-Sheet Duplex Automatic Document Feeder
- Automatic Two Side Output
- 1200 x 1200 dpi Print Resolution
- Color Scanning and Fax Send
- Scan to USB Memory Drive
- Image Overwrite Security, Network Authentication, 802.1x, SNMPv3, Audit Log
- HTTPS (SSL), Secure Print, Secure Fax, IPSec, Secure LDAP, IPv6
- 50-Sheet Stapler Finisher / High Capacity Output Stacker
- 200,000 Pages / Month Minimum Duty Cycle

- Four (04) – Minimum of 30 Pages Per Minute Black and White
- Functions – Copy/Print/Scan to Network/Scan to E-mail/ 1 line Fax
- Two (2) Paper Sources
- 50-Sheet Duplex Automatic Document Feeder
- Automatic Two Side Output
- 1200 x 1200 dpi Print Resolution
- Color Scanning and Fax Send
- Scan to USB Memory Drive
- 10/100 Base TX Ethernet and USB 2.0
- 802.1x, SNMPv3, HTTPS, Secure Fax, SSL, IP Filtering, Scan to E-mail with user authentication
- 25,000 Pages / Month Minimum Duty Cycle

VIII. Black and White Laser Printers:

CAPSBC seeks to purchase six (06) Laser Printers with service agreements by May 07, 2010 meeting the following minimum specifications and requirements outlined:

- Minimum of 30 Pages Per Minute Black and White
- Automatic Two Sided Output
- Two (2) Paper Sources (251 Sheet Capacity)
- 1200 x 1200 dpi Print Resolution
- 32 MB of Standard Memory
- 400 MHz Processor
- 10/100 Base TX Ethernet and USB 2.0
- Postscript Compatibility, PCL 6 and 5e Emulations
- IBM Pro-Printer Emulation, Epson Emulation, GDI
- Watermarks, Poster Printing, N-up, Fit to Page, Scaling, Overlays, Booklets, Reduce/Enlarge, Toner Saver, Custom-Size Pages
- 30,000 Pages / Month Minimum Duty Cycle

Pricing Must Include:

- All parts and onsite maintenance provided by factory trained technicians
- 4 Hour minimum service response time
- All consumable supplies (i.e. toner, fuser, drums, waste containers), excluding paper and staplers.
- All new copiers / printers shipping cost (delivery and removal at lease end)
- All shipping of consumable supplies
- Equipment must be newly manufactured
- 60 month fair market value lease; must include all property tax

Vendor Questions:

- Explain how you will proactively manage all copiers and printers proposed?
- What is covered under your warranty and for how long?

- Explain your implementation process of all new equipment and how it will effect productivity if CAPSBC staff?
- How do you charge for impressions larger than letter size or more than 10% fill?
- What type of preventive Maintenance programs do you offer? Explain how it will improve CAPSBC productivity/
- Explain the process by which a service call is identified, ordered and executed?

Please provide the following support material for all products offered in this RFQ:

- BLI Network performance rating specification sheets for each product offered (rate speed vs. actual speed)
- Provide Gartner Group's Magic Quadrant to reflect the placement of offered equipment.
- Equipment Brochures